

**PUBLIC NOTICE OF MEETING**  
Town of Neenah, Winnebago County, Wisconsin

Governmental Body: Parks and Trails Committee  
Time of Meeting: 6:00 p.m.  
Date of Meeting: Monday, August 7, 2023  
Place of Meeting: Conservancy Park, 1674 S. Park Ave.

**Agenda**

1. Call to Order
2. Approval of July 5, 2023 Meeting Minutes
3. Open Forum
4. Financial/Budget/Expenses
  - a. 2023 Actual
5. Discussion/Update/Action
  - a. Conservancy Park
  - b. Franzoi Park
  - c. Keating Park
    - Keating Park Restroom Update
  - d. Mahler Park
    - Mahler Dumpster Trial review
  - e. All Parks
    - Reforestation 2024
    - Dog waste station proposal (Tom)
    - Town of Neenah Master Playground Planning Discussion
    - Playground equipment
  - f. Trails
6. Old Business
7. New Business
  - a. Future Grants due August (DNR Forestry, FC Greenways, Lee Playground)
  - b. Review 2, 5, 10-year plan
    - i. What
      - By Whom
      - By When
8. Adjourn
9. Future Meetings  
Parks and Trails Meeting, **Tuesday, September 5, 2023** – Keating Park, 128 Klompen Ct.

Closed Session Contemplated: No

NOTES: Upon request, reasonable auxiliary aids and services will be provided for disabled individuals. If accommodations are required, please provide adequate advance notice to Town Clerk at 725-0916. A quorum of the Town Board or other Town Commissions/Committees or Sanitary Commissions may attend, but no official action will be taken by them.

Notice was posted on August 3, 2023 at [www.townofneenah.com](http://www.townofneenah.com), Town of Neenah Municipal Building, 1600 Breezewood Lane.

**Minutes of Meeting****Town of Neenah Parks and Trails Committee****Monday June 5, 2023****Town Hall, 1600 Breezewood Lane, Neenah WI 54956****Present:** Tom Jankowski, Mark Meyer, Tony Stanton, Jason Vander Velden**Also Present:** Sarah Nelson, David Bluma, Deputy Clerk-Treasurer Vicki Boushele and Administrator-Clerk-Treasurer Ellen Skerke.

Absent: Jeff Buchta, Brooke Cardoza, Aaron Zemlock

Meeting called to order at 6:00 p.m. by Chairman Tom Jankowski.

**Approval of Minutes****Motion:** T. Stanton / J. Vander Velden to approve May 1, 2023, meeting minutes.

Motion carried 7:0:0.

**Open Forum**

None

**Financial Budget/Expenses**

Budget Status Report given by E. Skerke. There were no questions at this time.

**Discussion/Update/Action****a. Conservancy Park**

- Woodland Trail was marked.
- Plantings looked good after the burn.
- Getting a quote to rent a grinder.

**b. Franzoi Park**

- T. Jankowski is researching cost to have auto-flush in restrooms.
- Toilets – 1 broken, and no water pressure.
- There is a drop off at the edge of the sidewalk, it is to be filled in fall.

**c. Keating Park**

- Port-a-Potty was damaged. The camera in the park was disabled and the memory card was removed. T. Stanton has a bear box for the Parks to use for the camera.
- Addition of restroom next steps:
  - Finalize the plan for the new restroom.
  - As the process moves forward all will be copied on the steps being taken.
  - E. Skerke to send a link to the plan being considered.
- Ball diamond is looking good.

**d. Mahler Park**

- Dumpster burned, there was no camera in the area.
  - Give a key to the renters to open the dumpster.
  - Remove one of the dumpsters. Replace the other dumpster with one large dumpster.
  - Empty once a week.
- Culverts at Keating Park and Franzoi Park have soil along the edges washing away. Work in the road right of way requires permission from the Town, will ask G. Armstrong, Roads Superintendent, to check these two out.

**e. All Parks**

- Reforestation: DNR writes the grants.
  - Reforestation – add line item in budget, landscaping as line item as well.
- CPM to estimate cost to install trees and water for writing the grant.

**f. Trails**

- Bench placement being reviewed / worked on.

**Old Business**

**New Business**

**Future Meetings**

Parks and Trails Meeting, **Wednesday**, July 5, 2023, at Mahler Park – 1536 S. Park Ave.

- **Motion:** T. Stanton / J. Vander Velden moved to adjourn.  
Motion carried by voice vote; Meeting adjourned at 7:18 p.m.

Respectfully Submitted,

*Victoria Boushele*

Victoria Boushele

Town of Neenah Deputy-Clerk-Treasurer

Approved: *Pending approval*

**Minutes of Meeting****Town of Neenah Parks and Trails Committee****Monday July 5, 2023****Town Hall, 1600 Breezewood Lane, Neenah WI 54956****Present:** Tom Jankowski, Aaron Zemlock, Jeff Buchta, Mark Meyer,**Also Present:** Jake Cowling, David Bluma, Deputy Clerk-Treasurer Vicki Boushele and Administrator-Clerk-Treasurer Ellen Skerke.

Absent: Brooke Cardoza, Tony Stanton, Jason Vander Velden

Meeting called to order at 6:00 p.m. by Chairman Tom Jankowski.

**Approve of June 5, 2023 Minutes**

Approval postponed until August 7 meeting.

**Approve of June 5, 2023 Minutes**

Approve July 5, 2023 Minutes

**Open Forum**

None

**Financial Budget/Expenses**

Budget Status Report given by E. Skerke – the report shows forecasted out to the end of the year. There were no questions or comments at this time.

**Discussion/Update/Action****a. Conservancy Park**

- Mowing – County Road A, go up to 2<sup>nd</sup> power pole. County has not mowed yet.
- Cowling to chip out walking trail.
- Rocks at path entrance moved rock so Rick-Shaw can get through.
- Ellen to check with VNA regarding bicycle usage.
- Woodland trail - \$600 estimate, Stuart from McMahon walked the trail with Tom. Tom GIS mapped the trail. Cowling provided estimate to chip out trail using a big drum chipper.
- **Motion:** A. Zemlock/J. Buchta to approve \$600 estimate and work at Conservancy Park to chip out the woodland trail.  
Motion carried.
- **Motion** A. Zemlock/J. Buchta to amended that the cost of the work at Conservancy Park woodland trail it no to exceed \$1,000.00.  
Motion carried.

**b. Franzoi Park**

- J. Cowling - The cost to place Rip-Rat where the culvert is washing out is \$900-\$930 (\$50-\$80) more than the cost at Keating. Cost will be under \$1,000.00.

**c. Keating Park**

- Rip-Rap will be placed at the culvert in the park interior to help with drainage, about 12-14 feet out, cost estimated at \$850.  
**Motion:** J. Buchta/A. Zemlock to install rip-rap at a cost of \$850.00.  
Motion passed.
- New restroom discussion:
  - Getting ready to go out for bid.
  - Gabebo is reoriented so it is open on either end.

- E. Skerke design is that the restrooms are on opposite sides, utility room middle.
  - D. Bluma suggested for restrooms be placed so they are visible from the parking lot.
  - A. Zemlock suggested the Women's restroom be in front and the Men's restroom be in back. Women's restrooms tends to be trashed more then men's.
  - Recommendation is to orient the building so the women's restroom is in the front.
  - Trail paving – T. Jankowski will look into it.
- d. **Mahler Park**
- Dumpster trial completed.  
Dumpster needs to be emptied every week.  
Move rocks to make driveway more accessible.
  - Parking was discussed, suggestion to allow parking on one side, or place "Temporary parking" signs with a date.
  - Recommendation to allow parking on east side of S. Park Ave. *Sent to Town Board.*
- e. **All Parks**
- Mulch needed at all park playsets.
  - Dog waste stations – Retrofit in off-season to put plates on so bags can only be pulled out.
  - DNR grant available for reforestation, more information to follow.
  - Reforestation – add line item in budget, landscaping as line item as well.
  - CPM to estimate cost to install trees and water for writing the grant.
  - Received grant from Fox Cities Greenways, \$5,800.00 for bike station and kiosk signs. Signs restricted to be like those used for Loop the Lake.
    - A. Zemlock to take on looking into signs.
- f. **Trails**
- Bench placement being reviewed / worked on.

### Old Business

### New Business

Future grants – DNR Forestry, Fox Cities Greenways in August.  
Waiting on Playground information.

### Future Meetings

Parks and Trails Meeting, Monday, August 7, 2023, at Keating Park.

- **Motion:** J. Buchta/A. Zemlock move to adjourn.  
Motion carried by voice vote; Meeting adjourned at 7:18 p.m.

Respectfully Submitted,

*Victoria Boushele*

Victoria Boushele

Town of Neenah Deputy-Clerk-Treasurer

Approved: *Pending approval*

Town of Neenah

Parks and Trails Budget Status Report - 2023

Parks and Trails	2023 Budget	2023 Amendment	January	February	March	April	May	June	July	YTD spending	Budget remaining
Contract - Cutting and Trimming	40,600		-	-	-	-	-	6,767	6,767	13,533	27,067
CPM - Added Maintenance	25,000		-	-	-	76	-	1,929	2,682	4,687	20,313
CPM - Weed Control	2,000		-	-	-	-	-	542	925	1,467	534
CPM - Dog Stations	2,000		-	49	-	342	-	812	429	1,632	368
CPM - Restroom Maintenance	2,000		-	-	-	-	-	334	620	954	1,047
CPM - Admin - Rentals	1,000		-	-	-	-	-	88	145	233	768
Pest Control	400		-	-	-	-	-	52	52	104	296
Franzoi Park	2,573		-	-	-	2,573	-	-	-	2,573	1
Keating Park Trail	3,150		-	-	-	2,850	-	-	-	2,850	300
Misc. Maintenance and Supplies *	13,353		-	-	-	-	287	531	768	1,586	11,767
Trails	4,650		-	-	-	450	-	-	-	450	4,200
Garbage Removal	2,000		120	-	-	-	160	54	765	1,098	902
Wells & Plumbing	750		-	535	-	750	-	95	-	1,380	(630)
Toilet Service	450		-	-	-	-	-	-	-	-	450
Utilities - Electric	2,300		233	224	224	210	227	228	179	1,524	776
Conservancy Park	6,000		144	16	192	982	1,307	564	537	3,742	2,258
Purchases from Donations	-		-	-	-	-	-	-	-	-	-
<b>Total</b>	<b>108,226</b>	<b>0</b>	<b>497</b>	<b>824</b>	<b>416</b>	<b>8,233</b>	<b>1,980</b>	<b>11,993</b>	<b>13,868</b>	<b>37,811</b>	<b>70,415</b>

## Town of Neenah Transaction Detail by Account

July 2023

Date	Num	Name	Memo	Amount
<b>55200-1 · Parks - Cowling Property Mangmt</b>				
07/24/2023	4357	Cowling Property Management LLC	June installment #2 of 6	6,766.67
Total 55200-1 · Parks - Cowling Property Mangmt				6,766.67
<b>55200-3 · Parks - Supplies &amp; Maintenance</b>				
07/10/2023	424058	Rocket Industrial, Inc		154.24
07/10/2023	90012	Brazee Ace Hardware	Mahler Park	38.07
07/10/2023	90012	Brazee Ace Hardware	Conservancy Park	5.92
07/10/2023	81847	Krueger True Value		0.21
07/10/2023	99222	Krueger True Value		42.71
07/13/2023	DD1592	Davis, Douglas	Direct Deposit	0.00
07/13/2023	DD1596	Skерke, Ellen J	Direct Deposit	337.33
07/24/2023	28409	Smart Sign Store	Wildlife crossing, security camera, hiking sig...	233.54
07/25/2023		Miscellaneous	reimb damage restroom sign	-43.80
Total 55200-3 · Parks - Supplies & Maintenance				768.22
<b>55200-6 · Parks - Harter's - Trash</b>				
07/24/2023	419693	Harters Fox Valley Disposal	Keating	18.00
07/24/2023	419693	Harters Fox Valley Disposal	Franzoi	36.00
07/24/2023	419693	Harters Fox Valley Disposal	Mahler	710.52
Total 55200-6 · Parks - Harter's - Trash				764.52
<b>55200-7 · Parks - WE Energies</b>				
07/24/2023	4648638687	WE Energies		126.61
07/24/2023	4648638687	WE Energies		52.18
Total 55200-7 · Parks - WE Energies				178.79
<b>55200-8 · Conservancy Park Expense</b>				
07/10/2023	277410	Aquatic Biologists Inc	clean fountain screen	225.00
07/24/2023	4648638687	WE Energies		311.51
Total 55200-8 · Conservancy Park Expense				536.51
<b>55300-1 · Parks - CPM additional services</b>				
07/24/2023	4357	Cowling Property Management LLC	move mulch, sod and water, trim trees, trash...	2,626.00
07/24/2023	4357	Cowling Property Management LLC	replace womens restroom sign - replaced by...	56.00
Total 55300-1 · Parks - CPM additional services				2,682.00
<b>55300-2 · Parks - CPM Weed Control</b>				
07/24/2023	4357	Cowling Property Management LLC		925.00
Total 55300-2 · Parks - CPM Weed Control				925.00
<b>55300-3 · Parks - CPM Dog Stations</b>				
07/24/2023	4357	Cowling Property Management LLC		429.00
Total 55300-3 · Parks - CPM Dog Stations				429.00
<b>55300-4 · Parks - CPM Restroom Maintenanc</b>				
07/24/2023	4357	Cowling Property Management LLC		620.00
Total 55300-4 · Parks - CPM Restroom Maintenanc				620.00
<b>55300-5 · CPM - Admin Services</b>				
07/24/2023	4357	Cowling Property Management LLC	June 2023	145.00
Total 55300-5 · CPM - Admin Services				145.00
<b>55300-6 · Parks - Pest Control</b>				
07/10/2023	156826	K and C Pest Control LLC	Mahler Park	26.00
07/10/2023	156825	K and C Pest Control LLC	Franzoi Park	26.00
Total 55300-6 · Parks - Pest Control				52.00
<b>TOTAL</b>				<b>13,867.71</b>